



## INSTRUCTIONS

THESE REPORTING REQUIREMENTS SHALL NOT BE READ AS A SOURCE OF RIGHTS TO OFFICIAL TIME OR TRAVEL OR PER DIEM.

Data is to be completed by the immediate supervisor of an employee who is granted, and uses official time in order to perform representational functions. Representational functions are activities engaged in by a GSA employee or employees pursuant to the employee's right to representation under a statute, regulation, executive order, or terms of a collective bargaining agreement.

Column (B) — Categories I, II and III should be used only for union representatives. Category IV should be used for non-union representatives. Under the appropriate category (I, II, III or IV) write the letter (A, B, C, etc.) which specifies which representational function was performed (see below). Complete a new line for each separate representational function.

<u>CATEGORY</u>	<u>REPRESENTATIONAL FUNCTION</u>
I Negotiations	A — Term negotiations (basic or re-opener) B — Time spent at FMCS or FSIP for term negotiations C — Midterm negotiations D — Time spent at FMCS or FSIP for midterm negotiation
II Ongoing Labor-Management Relationship	A — Receiving employee complaints B — Attending formal meetings (5 U.S.C. 7114(a)(2)(A)) C — Attending an examination in connection with an investigation (5 U.S.C. 7114(a)(2)(B)) D — Attending OSHA inspections E — Serving as a member of a Committee F — Attending FLRA proceedings G — Attending union sponsored L-R training H — Receiving and reviewing management proposals I — OTHER — Specify in "remarks" section
III Grievance and Appeals	A — Representing an employee in a grievance under a NGP B — Representing an employee at an arbitration hearing C — Representing an employee under a statutory appeals process
IV Non-Union Representative	A — Representing an employee under the agency grievance procedure B — Representing an employee under a statutory appeals procedure C — Other — Specify in "remarks" section

COLUMN (C) — Indicate the organization and location (room number, address, etc.) where the representation is performed.

COLUMN (F) — Complete this column only if the employee is a union representative bound by a negotiated agreement which contains a negotiated limit on the amount of official time authorized (e.g., bank of hours, percentage of total work hours, etc.)

All other columns — self-explanatory.

REMARKS — Use this section to supply additional information as necessary. Any travel and per diem authorized should be noted and explained in this section.

REMARKS

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